

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
West Conference Room - City Hall
Regular Meeting September 8, 2003 - 8:00 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson William Soby at 8:04 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty, Robert Harms and Roland Wanigatunga. Staff members present: Director of Libraries Victoria Johnson, Recording Secretary Sandra Barajas.

2. AGENDA APPROVAL:

William Soby requested that item "a." under Old Business be presented before New Business. Tom Flaherty moved to approve the agenda as amended; seconded by Robert Harms; motion carried unanimously.

3. APPROVAL OF MINUTES OF 08/04/03 MEETING:

Roland Wanigatunga moved to approve the minutes as presented; seconded by Robert Harms; motion carried unanimously.

4. PUBLIC INPUT: None.

5. OLD BUSINESS:

a. Legislative Representative:

Boardmember Anderson provided the board with a brief overview of the legislative representative's responsibilities. After brief discussion, the board agreed that the representative would serve a one year term from July - June. And that the responsibilities of the representative will default to the Vice-Chair should there be no volunteer. Tom Flaherty moved to approve Pam Anderson as the legislative representative for the term of one year; seconded by Roland Wanigatunga; motion carried unanimously.

6. NEW BUSINESS:

a. Library Policy AS-6: Patron Access to Protected Materials:

Director Johnson reviewed with the Board Library Policy AS-6: Patron Access to Protected Materials. Discussion ensued regarding materials listed; Barron's Test Preparation books, Patent It Yourself, Sam's Photofacts, 101 Law Forms for Personal Use and Thomas Guides.

After discussion boardmembers suggested the following:

- Consider a credit card or cash as a form of deposit to borrow materials.
- "Red Dot" materials should be publicized (i.e. Between The Lines).

Robert Harms moved to approve the policy with staff consideration of board suggestions; seconded by Pam Anderson; motion carried unanimously.

- b. Outreach Task Force Recommendations in Response to RTC #02-455, *Explore Options to Improve Community Outreach*:
Community Outreach Coordinator Peter Bassett provided the board with a brief overview of the Report to Council. Mr. Bassett reviewed with the Board the recommended guidelines for City Services Outreach. Boardmembers expressed their concerns regarding the City's current noticing practices for private development projects. After discussion, boardmembers commended the task force on a well-written report. Boardmembers inquired on the effectiveness of KSUN and placement of city agendas in the library. The Report to Council will be presented to City Council on October 21, 2003. Roland Wanigatunga moved to recommend RTC: #02-455 to City Council; seconded by Tom Flaherty; motion carried unanimously.
7. WORK STUDY PROGRAM:
 - a. Develop Study issues for Council Consideration:
Director Johnson informed boardmember Wanigatunga of the processes and procedures involved with Study Issues. The Board reviewed the item submitted last year but postponed due to budget reductions. Further discussion will continue at the October 6th board meeting. Discussion ensued regarding Library Space Study - Workplan; however; no recommendations were made by the board at this time.
8. SAB (System Advisory Board) REPORT: Director Johnson reported that due to the decreased amount of support provided for the shared catalog the Administrative Council of the Silicon Valley Library System decided to eliminate the project and not replace the existing server. Newer technologies will make it possible for system libraries to share items more easily in the future.
9. CHAIRPERSON'S REPORT: None
10. DIRECTOR'S REPORT:
Director Johnson noted the following:
 - I am happy to announce that Betsy Wachter has been appointed as the new Supervising Librarian for Children's Services. Supervising Librarian Sharon Kornhaus will be taking a leave of absence beginning in November during her leave, Librarian Steve Sloan will be Acting Supervising Librarian of Sc[i]3 and Public Relations. The library has requested a recruitment for full time librarian to fill vacant positions in the Children's Services.
 - 70 people attended the Sc[i]3 Open House at the Sunnyvale Library on August 30. Later that day a program on inventing toys attracted 160 participants.
 - There were 266 participants in the Adult Summer Reading Program. We are still gathering statistics for the Children's Summer Reading Program.
 - The library will be closed on Tuesday, November 11 for the annual library Staff Development Day. The focus of this year's program will be customer service.
 - Banned Book Week is being observed nationwide this year from September 20-27.

- The format of the Library Feedback cards is being revised. In the future, staff responses to questions or comments of general interest will be posted on the bulletin board in the lobby but cards with unclear, disrespectful or rude comments will not be posted. A new space is being added for patron e-mail address for a personal reply from staff if desired. The title on the card has also been revised from "How are we doing?" to Feedback Card.
 - Employee Week is scheduled for the week of September 29. The library will be having its annual Employee Appreciation Breakfast on Thursday, October 2.
 - Bookmobile Service ended on August 21. Staff has been working to incorporate the materials into the general library collection. The number of people registered for SOS has doubled and staff members are working with several of the old stops to develop services to replace the bookmobile. A number of libraries are interested in acquiring the vehicle. I am currently exploring what steps might be necessary to use the proceeds of the sale to obtain and maintain a smaller vehicle suitable for library outreach. This may require communication with Council.
 - The RFP for the new library integrated automation system will be out soon.
 - We are being cautious about the next steps in the budget crisis. It is unknown what decisions will be made after the upcoming elections. Our next recommendations would be to reduce hours of service but this is problematic since the recent Citizen Survey showed a 10% point decrease in satisfaction with our current hours which have not changed in over a decade.
 - We are having one of our quarterly visits from the PTO technology staff and will hopefully learn about our new videoconference capability.
 - The City of Sunnyvale will remember the tragic events of September 11 in a brief honor ceremony and address from the Mayor.
 - Program flyers and announcements were distributed.
11. BOARD INPUT: None.
12. STAFF INPUT: None.
13. AGENDA BUILDING: None.
15. NEXT MEETING: 10/6/03, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, Tom Flaherty moved that the meeting be adjourned at 9:55 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries